

**International Labour Organization (ILO)**  
**Integrated Programme on Fair Recruitment (FAIR)**  
**Terms of References for an EXCOL contract:**

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**Re-writing the content, Language Editing, and Proofreading for Nepali translation of "Media-Friendly Migration Glossary" & Editing for "Fair Recruitment Country Profile for Nepal".**

### 1. Background and objective of assignment

Recruitment of migrant workers can take many forms and patterns and affect men and women differently. The intermediation landscape today is complex, owing to the fragmented global governance system of labour migration and large number of actors involved: from private employment agencies to the multiple levels of sub-agents, to whom work is passed by the main agencies. Public and private employment agencies, when appropriately regulated, play an important role in the efficient and equitable functioning of labour markets by matching available jobs with suitably qualified workers. However, concerns have been raised about abusive practices from unscrupulous recruiters and employers worldwide including charging of recruitment fees; deception about the nature of the job and living and working conditions; retention of passports; deposits and illegal wage deductions threats if workers want to leave their employers and in some instances physical and sexual violence.

The International Labour Organization (ILO) has been promoting and implementing fair recruitment interventions through its Integrated Programme on Fair Recruitment (FAIR). As part of its work to help implement the ILO Convention on Forced Labour (No. 29, 1930), and the 2014 Protocol to Convention 29, the ILO implements since 2014 a global initiative to promote Fair Recruitment. The Fair Recruitment Initiative intends to prevent human trafficking and forced labour, protect the rights of workers from abusive and fraudulent recruitment and placement processes, and reduce the cost of labour migration and enhance development outcomes for migrant workers and their families as well as for countries of origin and destination. The Fair Recruitment initiative works in a multi-stakeholder partnership with governments, trade unions, employers' organisations, private sector institutions including recruitment agencies, civil society, UN Agencies and the media to:

1. Enhance global knowledge on national and international recruitment practices;
2. Improve laws, policies and enforcement to promote fair recruitment;
3. Promote fair business practices; and,
4. Empower and protect workers.

As part of these endeavours the ILO has developed General Principles and Operational Guidelines for Fair Recruitment that identifies in 13 principles the key elements of fair recruitment, summarised here as<sup>1</sup>:

- No recruitment fees or related costs to be charged to workers/jobseekers;

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<sup>1</sup> General Principles and Operational Guidelines on Fair Recruitment and Definition of Recruitment Fees and Related Costs, ILO, 2019.

- Respect for human rights, including those expressed in international labour standards in particular the fundamental rights including the freedom of association and right to collective bargaining, the elimination of forced labour, and the elimination of discrimination in respect of employment and occupation;
- Transparency of process, and workers to have access to information in relation to recruitment and employment;
- Compliance with national laws, regulations, employment contracts;
- Free Access to grievance mechanism;
- Free from indicators of trafficking in persons;
- Workers' agreement to work must be voluntary: workers are free from deception and coercion.

Operationalizing these key elements along the different stages of the recruitment process requires the awareness, endorsement and support of stakeholders at multiple levels: employers and workers and their organizations, recruitment agencies, private intermediaries, regulatory bodies (labour migration services, and inspectors), policy-makers, training institutions, financial services providers, civil society. As a part of building awareness and shed light on country context, the Integrated Program on Fair Recruitment (FAIR) developed a fair recruitment country profile for Nepal. The profile has been translated from English to Nepali, which gives a brief overview of the country's migration, trends, opportunities and challenges, and engagement of the FAIR project in Nepal.

Further, the International Labour Organization has recognized the media as a key partner in reporting on abusive and deceptive recruitment in the labour migration process, sharing positive messages on migrant workers experiences, and in shaping the debates around fair migration and decent work. Through the Integrated Programme on Fair Recruitment (FAIR), the ILO has launched comprehensive national level training programs for journalists in Tunisia and the Philippines, plans to adapt the ILO's Media-Friendly Glossary on Migration to the national contexts, will conduct newsrooms visits, and is also seeking to establish partnerships with journalism schools.

The ILO Media-Friendly Glossary on Migration was developed to serve as a guideline for journalists and other actors writing about migration. While the debate on migration has become increasingly negative across the globe, the words used matter more than ever. The use of the glossary aims to ensure the words used during reporting are not discriminatory or inflammatory. The FAIR project has translated the ILO Media-Friendly Glossary on Migration for wider dissemination and use in Nepal. Focused on media personnel, the translated glossary aims to support Nepali media personnel's accurate reporting and to consider a full range of diverse issues inherent in the migration debate. As a next step, the project aims to edit these translated documents for wider dissemination.

## 2. Scope of work

- The consultant will provide high quality re-writing, editing and proofreading services to ILO, Nepal for the translated versions of the "Media-Friendly Glossary on Migration".
- The consultant will be required to edit and proofread the law, policy and practice matrix (A fair recruitment country profile for Nepal) which is translated from English to Nepali.
- The consultant will be required to examine the overall structure of the content and edit the translated version of the documents with the ILO's feedback and inputs.
- The consultant will carry out a final and through check (Proofreading) for consistency especially in terms of spelling, font sizes, grammar, bullet listings, spaces and style.
- As translations aims to ensure accurate understanding of terminologies and concepts, the consultant will work closely with the respective translators to ensure accuracy is retained. The consultant will be required to pay close attention to the nuances of the terminologies. Further,

the consultant will be required to ensure that the flow of the Nepali text is correct and lucid. This may include modifying sentences without affecting the meaning in English.

- The consultant will be responsible to submit a professional edited documents.

### 3. Time frame

The duration of the assignment is a total of 15 days of work spread across 1 month and a week tentatively within the following timeframe:

Start date: 11 August 2021

Submission of first draft of the edited documents: 31 August 2021

Submission of final edited documents: 15 September 2021

The total number of days allotted for the assignment is 15 days.

### 4. Eligibility and Competencies of the applicant/s

- **Competencies:**
  - Minimum of university degree (Bachelor's or equivalent) in social science, law, economics, or related areas.
  - Highly literate, with a sound knowledge of Nepali Grammar and editing skills.
  - Experience in migration-related terminologies and knowledge of labour rights and employment issues would be an advantage.
  - Sound knowledge of the concept of fair/ethical recruitment.
  - Excellent command and knowledge of both Nepali and English language.
- **Eligibility:**
  - Consultants contracted by the ILO for another task in the duration of the study are not eligible to apply
  - If the applicant is engaged in full-time employment, the applicant will be required to present a no-objection certificate from their employers **upon selection**.

### 5. Budget and terms of payment

Applicants are requested to send an all-inclusive fee per day along with their CV highlighting relevant experience ILO Country Office in Dhobighat, Lalitpur or e-mail to [KTM\\_Procurement@ilo.org](mailto:KTM_Procurement@ilo.org). no later than 12:00 hrs, 04 August 2021. Please indicate "FAIR\_ Editing Media-Friendly Migration Glossary and Country Profile" in your email subject line. Applications received after this will not be considered.

100% of the payment will be made upon submission of the edited documents as specified above, to the satisfaction of the ILO.